

A Community Seeking Excellence for All

Excellence for every person, every day



**Robert
May's
School**

Job Description

First Aider

Scope of Role

The First Aider's role is to work as part of a small team to provide first aid welfare to students and members of the school community. The First Aider will work closely with parents, teaching staff, support staff and other healthcare providers to ensure seamless and continuous care is provided. The First Aider plays a support role to the Leadership team in ensuring students with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Duties and Responsibilities

Professional Responsibilities

Recognise the guidance outlined in the DfE's *Supporting pupils at school with medical conditions* (September 2014) and implement where appropriate for the school.

First Aid

- Assess staff and students' medical needs and provide first aid and emergency care to all members of the school community where necessary. In the event that a student needs to go to hospital and a carer cannot be contacted, accompany the students in the ambulance.
- Care for students who are injured or who become ill during the school day or require Update and maintain records on the school medical tracker system and accident report forms where necessary and notify carers and arrange for students to go home if necessary.
- Be available to parents, students and teachers at the start and during the school day to discuss medication, conditions or incidents.
- Ensure individual care plans and treatment protocols are developed and written for those students requiring them in consultation with the students themselves, parents, other
- Provide training and support to relevant staff with regard to the care of the students with identified medical or health needs.
- Ensure the smooth and efficient running of the First Aid room ensuring processes are in place and are followed by any member of staff trained as a First Aider.
- Maintain First Aid room stock, hygiene and tidiness.
- Follow procedures for the recommended safe storage, usage and disposal of medical supplies and drugs and dispose of clinical waste safely.
- Operate procedures for the control of infectious diseases.
- Maintain stock in all school first aid kits and check regularly.
- Check and test the defibrillator and maintain training records.
- Prepare first aid kits, medicines and care plans for the students going on day trips, sports matches and residential. Collate reports on return from trips and update medical records accordingly.

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Headteacher: **Mrs Rea Mitchell** MPhil, MA (Cantab), NPQH

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School's First Aid Policy

- Contribute to the review of the School's First Aid Policy, H&S Policy and other policies where there is a health or medical input required. Ensure that statutory requirements are up to date and best practice guidance is reflected in the relevant policies.
- Liaise with the Estates Manager regarding first aid training and defibrillator training for staff as required and maintain training log.

Administration

- Maintain medical records accurately, confidentially and safely.
- Provide updated information on specific medical conditions and allergies to staff and the Catering team at the start of the school year and keep updated as circumstances change.

Health and Safety

- Maintain awareness of health and safety issues within the school affecting staff, students, visitors or the environment, particularly where there are concerns for health.
- Work with management to ensure that the school is legally compliant with statutory requirements for medical provision. Up-to-date logs and records must be maintained.
- Assist with the preparation of reports as required by the Leadership team.
- Provide statistics on a termly basis reporting minor injuries and accidents.
- Complete RIDDOR reporting as necessary.

Pastoral Care

- Liaise with Head of Years, Designated Safeguarding Leads, Director of Inclusion, Attendance Officer, CAMHS, ELSA, County District nurse, counsellors and the Leadership team regarding student issues and provide updates on students of concern as required.
- Liaise with parents where required.
- Liaise with support agencies to provide a programme of support for students

Other Tasks

- Undertake any other task identified by the Senior Leadership team or School Office Manager within the general scope of responsibility.